

Instructions for Making an Accessible PDF

Inserting a Picture or Logo From Your Computer

1. Choose **Insert, Picture, From File**
2. Locate on your hard drive where your picture is saved.
3. Select file and then select **insert**.
4. Select and drag the image and place where you would like it on the document. If you have problems placing clipart where you want right select the image. Choose the **Layout** tab. Choose the wrapping style **Tight**. Below that choose your horizontal alignment you wish. Select **Ok**. At this point you should be able to select and drag the image and place it where you would like.
5. Select outside the image to continue working in document.
6. Save document.

Making Microsoft Word Documents PDF Accessible

General Rules

1. Avoid Text Boxes. Use a table instead. (Yes a table can be one cell)
2. Word Art is not accessible in a word document. (It will be accessible in a PDF)
3. Remember to use section breaks. A next page section break is better than a standard page break. (Please use section breaks if your document is in columns.)

Graphics

Any graphic (pictures, clip art, logos, etc.) must have alternate text in its properties. If you are using logos, please refer to <http://division.uaex.edu/Logos/default.htm> for logo standards. Please note is for the use of any UACES employee. It may not be modified in any way. The logo may not be used on an individual's homepage. If you need other sizes that what is available, please contact the Graphic Artists, Chris Meux cmeux@uaex.edu or Julie Thompson jathompson@uaex.edu .

Do not use graphics in place of text when straight text can be used. Graphics add to load time and if the information can be displayed in text format a graphic is unnecessary.

From the logos, choose either **Color-Center-Small** or **Color-Left-Small**, depending on which will look best on the document.

Here is how to add alternate text:

1. Right select the graphic
2. Choose format picture
3. Select the web tab (this is where your alternative text will go)
4. In that area, type a detailed description of the graphic. Include any words that may be on the graphic. (Example to the right: the alternate text I used is; Cartoon drawing of a girl picking flowers and putting them in a basket.)
5. Select “ok”
6. Remember your audience. People who need the alternate text, need it for a reason. If you could not see what was on your computer screen, you would much rather the screen reader describe the picture to you, instead of saying “picture”.



Graphics need to be either left or right justified. Do not use a graphic or a table to divide your text. To justify your graphic, follow the steps below.

1. Right select the graphic
2. Choose format picture
3. Select on the layout tab
4. Choose tight and either left or right from the horizontal alignment
5. Select “ok”

Document Properties

All word documents sent to the web associates need to include document properties. Do the following to create document properties:

1. Select File, then document properties
2. Chose the summary tab
3. In the title field, type in the title of your document
4. In the subject field, type a description of what the reader will find on that page
5. In the author field, type the name of the person (specialist) who wrote the document
6. In the keywords field, type several words separated by commas that a person would use to search the web for your information. For example, if you had a document about food preservation, your keywords might look something like this: (food, preservation, food preservation, canning, freezing, drying)
7. Save your document in a place where you can find it again.

The next step: Converting to PDF

If you have Adobe Professional on your computer, follow the steps below:

1. Open the word document that you wish to convert.
2. To access your PDF Maker, select view, toolbars, PDF Maker.
3. Select the convert to PDF icon.
4. Save PDF.

If you do not have Adobe Professional on your computer, make sure your word document contains picture and document properties, and then send your word document to the web associates and ask them to put a PDF with it when they post it on the web.

There is a print to Adobe option, however in using this it does not make the PDF accessible. PLEASE DO NOT USE THIS WHEN MAKING ACCESSIBLE PDF'S.

Questions

If you have questions on making accessible PDF's, you may contact Donna Rinke at 671-2302, drinke@uaex.edu.